

Using ASCII Files:

1. Save the ASCII data file to a folder on your computer.
2. Specify column locations for each variable as needed by the software you are using.

Note: How to use the ASCII data varies from one software package to another. Column positions for each variable usually have to be specified. Column positions for each variable can be found in the documentation for each year's data. Consult your software documentation for more information.

Using SAS Files:

1. Save the SAS Format Program, SAS Input Program, and the ASCII data files to a folder on your computer.
2. Open the SAS Format Program in SAS and edit it according to the instructions included in the comments in the Program.
3. Run the program. This will create a permanent format library in the folder specified in the SAS program.
4. Open the SAS Input Program in SAS and edit it according to the instructions included in the comments in the program.
5. Run the program. This will read the ASCII data file and convert it into a permanent SAS dataset for the particular year in the folder specified in the SAS program.

Note: Each year your Profiles data should go in its own folder because each year has its own format library. Format libraries are not comparable across years. See "How do I use the SAS format library?" below for more information.

How do I use the SAS format library?

The SAS format library contains the formats used to make SAS output more readable. Formats are linked to the data so that results are displayed as words ("Middle School" or "High School", for instance) instead of numbers (1 or 2). The SAS Profiles data file is designed to use its companion format library.

The following example SAS program shows how to use the format library. It assumes that both the data file and the format library are in "c:\data". Note that the program contains two libname statements. The first libname statement indicates where the data file is located; the second libname statement indicates where the format library is located.

```
libname mydata 'c:\data'; /* tells SAS where the data are */  
libname library 'c:\data'; /* tells SAS where the formats are */
```

```
option fmtsearch=(library);
```

```
proc freq data=mydata.XXP2014; /** XX is the site code **/  
tables q2;
```

```
run;
```

Using the format library is recommended but technically is optional. If you do not want to use the format library, include the following statement at the start of your SAS program:

```
options nofmterr; /* tells SAS to not look for formats */
```

Please note that each year of Profiles data has its own format library. Format libraries are not the same across years of data.

For further information on using format libraries, please consult your SAS documentation.

Using Excel Files:

1. Save the Excel file to a folder on your computer.